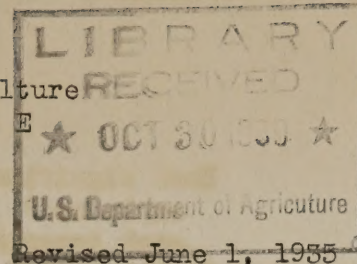


1.913
C-3 Set

United States Department of Agriculture
EXTENSION SERVICE
Washington, D. C.



SELF-CHECK ON PROJECT MEETINGS CONDUCTED BY EXTENSION WORKERS
OR TRAINED LOCAL LEADERS

1. Was adequate provision made for physical comfort: Air, light, heat, seating? _____
2. Did the meeting begin on time? _____ Was there an intermission, preferably with recreation? _____ Was the group kept so long that they became tired? _____
3. Was the business meeting promptly and effectively conducted? _____
4. Was there a good summary of the subject-matter of the previous meeting, and a report of results achieved by members? _____

Note: In local-leader training meetings this report is extremely important, and time should be allowed for a full though brief report on the accomplishments of each local group and on questions and problems encountered.

5. What were the objectives of the meeting? _____
Were they efficiently put over? _____
6. Did the speaker maintain a pleasant relationship with the group? _____
Was her voice pleasant? _____ Clearly heard? _____ Did she show originality and ingenuity in her presentation? _____
Was her appearance neat? _____
7. Was the speaker at ease with her subject-matter? _____ Was subject-matter accurate? _____ Simply stated? _____ Clear to all? _____
8. Was the illustrative material adequate? _____ Effectively used? _____
9. If a demonstration was given, was the technique good:

A few simple things done well? _____
All needed equipment and supplies at hand? _____
Within the means of the group? _____
Equipment and supplies so arranged that the group had a clear view of the process at all times? _____
Table orderly at all times? _____ Clearing away prompt? _____

Each significant step in the process clearly and briefly explained? _____ Did the audience see the product at each important step? _____

Finished products up to the standard? _____

Standards pointed out and emphasized? _____

Sense of orderly progress throughout demonstration? _____

10. Was discussion stimulated? _____ And guided? _____ Constructive and to the point? _____ Was participation interested? _____ General? _____
11. Was application or adaptation made throughout to the local situation? _____
12. Was the subject-matter material given out effectively explained, so that group would use it with interest and understanding? _____
13. Were the main points of the meeting summarized, and their application reviewed? _____
14. Did the group discuss what results to work for, and the things to be done before the next meeting? _____ Reports expected at next meeting? _____
15. Were time and plans for next meeting referred to in closing? _____
16. If a mid-day meal was served, did it set an example of good planning? _____ Simple but attractive table setting? _____ Efficient and sanitary dishwashing? _____